

**(Format for Advice Letter to Change a Tariff)**  
[Name and address of Company if not on letterhead]

[Date]

Advice Letter No. [    ]

Doug Dean, Director  
Colorado Public Utilities Commission  
1560 Broadway, Suite 250  
Denver, Colorado 80202

Dear Mr. Dean:

The accompanying tariff sheet, issued by *[Company Name]* *[d/b/a if different than Company Name]* is sent to you in compliance with requirements of Public Utilities Law.

Colorado PUC Tariff No. [    ]

Page	Revision	Cancels	
No.	No.	Page	Revision
		No.	No.
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The purpose of this filing is *[provide a brief explanation]*

The proposed effective date of this filing is *[date]*.

Enclosed, are an original plus ten (10) copies of the Advice Letter and an original and three (3) copies of the accompanying tariff sheets.

Please contact *[name of person]* on *[telephone number]* *[email address]* if you have any questions regarding this filing.

Sincerely,

*[Authorized Officer or Agent]*  
*[Title]*

cc mailed to:

Office of Consumer Counsel  
1560 Broadway, Suite 200  
Denver, CO 80202

2-14-12